

# Fundamentals of Guardianship:

## What Family and Non-Professional Guardians Need to Know

### *2024 Virtual Training Schedule and Registration Information*

#### ***Overview***

Are you wondering if you have a clear understanding of your duties and responsibilities as a new family or lay guardian? You are invited to attend the virtual training “Fundamentals of Guardianship: What Family/Lay Guardians Need to Know” sponsored by the Office of Elder Justice in the Courts and the Administrative Office of Pennsylvania Courts (AOPC). The training is offered as two courses: 1) Guardian of the Estate (financial) and 2) Guardian of the Person (health and well-being). You may register for one or both courses as you may be appointed as guardian of the estate and/or guardian of the person. If you are unsure of your appointment, please check the court order appointing you guardian. The courses are presented by a National Certified Guardian who will provide you with essential information.

Please note the training is designed for guardians of persons age 60 and older. However, most of the training is relevant to guardians of younger adults age 18-59, and resources and information for those adults will also be provided. Guardians who have already been serving and need information about the topics below are also welcome to attend.

The training sessions are conducted via WebEx and registration is required (see page 2 for instructions). You are welcome to attend any session that fits your schedule.

#### ***Topics Covered***

- Essential Guardianship Basics
- Understanding a Guardian’s Role and Responsibilities
- Guardian Informed Decision-Making Processes
- Best Practices for Guardians
- Guardianship Tracking System Overview
- Review of annual reporting requirements and forms
- Review of inventory reporting requirements (estate only)
- Resource Information


#### ***Session Dates***

Guardian of the Estate Course	Guardian of the Person Course
January 16, 2024 - 12:00 P.M. – 2:00 P.M.	January 17, 2024 – 7:00 P.M. – 9:00 P.M.
February 28, 2024 – 7:00 P.M. – 9:00 P.M.	February 29, 2024 - 12:00 P.M. – 2:00 P.M.
March 19, 2024 – 12:00 P.M. – 2:00 P.M.	March 20, 2024 – 7:00 P.M. – 9:00 P.M.
April 16, 2024 – 7:00 P.M. – 9:00 P.M.	April 17, 2024 – 12:00 P.M. – 2:00 P.M.
May 7, 2024 – 12:00 P.M. – 2:00 P.M.	May 8, 2024 – 7:00 P.M. – 9:00 P.M.

# Fundamentals of Guardianship Registration Instructions

Any person planning on attending a training session must register for their preferred session through WebEx.

Registration can be completed using the following steps:

1. Go to the registration webpage by clicking on the following link <https://pacourts.webex.com/mw3300/mywebex/default.do?siteurl=pacourts&service=7>.  
You may also go to the webpage <https://pacourts.webex.com/> and click the three  horizontal lines appearing to the left and select **WebEx Training** from the menu. **\*\*NOTE: Do not attempt to log into the website.**
2. A full list of training classes offered by the AOPC displays – Look for classes with a topic name starting with the acronym **FLGT**. You may also type **FLGT** into the search bar above the scheduled trainings.
3. Click on the **Register** link next to the preferred training class.
4. Complete the registration page. All fields are required. Please provide as much registration information as possible. If there are items that do not apply to the person registering, enter NONE in the field.
5. Click the **Register** button at the bottom of the screen. You will receive an e-mail confirming your registration and a reminder e-mail will be sent a few days prior to training. If a confirmation email is not received, or you experience any issues, contact the Office of Elder Justice in the Courts at [OEJInvites@PACourts.us](mailto:OEJInvites@PACourts.us).

You will receive an email containing instructions for logging into the online classroom and printable training documents prior to your scheduled session.

Registration is limited, and will be offered on a first-come, first-served basis. You will be notified immediately if a session is full and will be given the option to be added to a waitlist for the session. If a session date is not displayed it indicates the session is full, including the waitlist. Additional sessions may be added at any time.

*Cancellations: Instructions for cancelling a registration are included in the confirmation and reminder emails*

**AOPC**

Administrative Office of the  
Pennsylvania Courts

**OEJC**

Office of Elder Justice  
in the Courts